Summary and Background

The Collection Licensing Subgroup is charged by the Council of University Librarians to make decisions for the University of California Libraries in the areas of shared acquisitions and the licensing of e-resources. The Subgroup reports to Strategic Action Group 3: Collection Building and Management (SAG 3), which is charged by the Council of University Librarians to make decisions for the University of California Libraries in the areas of collection development, cataloging and metadata services, preservation and archiving strategies, and digitization strategies. The Collection Licensing Subgroup is a component of the advisory structure of the University of California Libraries put in place by the Council of University Librarians in 2013.

Key Responsibilities

- Make decisions about UC-wide shared acquisitions of tier 1 and tier 2 resources that support the UC Libraries systemwide priorities and strategic plan, as articulated by the Council of University Librarians. See: http://libraries.universityofcalifornia.edu/about/vision_and_priorities
- Recommend strategies, procedures, resources, and assessment for meeting the needs of faculty, students, and researchers.
- Determine optimal allocation and utilization of resources; ensure cost is consistent with value delivered.
- Communicate major actions, decisions and updates to the broader UC Libraries community via designated channels.

Membership

The Collection Licensing Subgroup consists of 11 members, including one member from each of the 10 UC campuses and one member from the California Digital Library (CDL). Team members will be staff with campus collection budget authority to commit participation in proposed shared packages and/or expertise in collections licensing. Selection criteria will include breadth of expertise, an understanding of systemwide services, and dedicated involvement and contribution to the group. The chair is selected by the membership for a two year term. Given the specific knowledge and expertise required for membership on the subgroup, there is no pre-set term length.

The Collection Licensing Subgroup chair’s responsibilities include:

- Ensure that all members voice their views and that all voices are heard.
- Serve as a conduit of information between SAG 3 and the Collection Licensing Subgroup.
- Attend SAG 3 meetings in an ex officio capacity to represent the Collection Licensing Subgroup.
- Ensure effective working relations with the CDL Shared Collection Development Program.

The group is empowered to invite individuals from outside the membership to attend, present to, and participate in group meetings when the topic warrants unique input or expertise. In select instances, the group membership may decide that adding an ex officio member will substantially support the group in meeting its charge. Ex officio members serve by reason of their office, rather than by the established appointment process. If the group membership agrees an ex officio position is necessary, it should send a request to the
Coordinating Committee stating the justification for the addition and indicating that approval has been obtained by the University Librarian or Executive Director who oversees the ex officio position. The Coordinating Committee will consider and respond to the request in a timely manner.

**Reporting Responsibilities**

- The Collection Licensing Subgroup reports to the Strategic Action Group 3: Collection Building and Management (SAG 3) with a working link to the CDL Shared Collection Development Program.
- Given the sometimes confidential nature of the work of the Subgroup, not all meeting minutes should be posted publicly. Appropriate meeting minutes, decisions, and reports will be posted on the UC Libraries website: [http://libraries.universityofcalifornia.edu](http://libraries.universityofcalifornia.edu)

**Parameters and boundaries for the Collection Licensing Subgroup**

The focus of the Collection Licensing Subgroup discussions should be on shared acquisitions and licensing of e-resources. Confidential information may be shared within this group. It is imperative that members are mindful of protecting confidential information.

**Meetings**

The Collection Licensing Subgroup meets at least monthly, or more often when necessary.